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6 MAR 1963

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MEMORANDUM FOR: Executive Director

SUBJECT: GSA Responsibilities

REFERENCE: Memorandum for the Executive Director from the
Deputy Director (Support), same subject as
above, dated 25 February 1963

1. This memorandum is for information only.
2. The attached General Services Administration letter is the result of a request from the Director of Logistics to Mr. Abernethy for major improvement in the cleaning services support provided to the headquarters building. Col. White mentioned this plan for corrective action in paragraph 6 of the reference.
3. The Logistics Services Division, OL, will monitor the effectiveness of the proposed monthly evaluation described in the last paragraph of the GSA letter.

/S/
H. GATES LLOYD
Acting Deputy Director
(Support)

Attachment:

GSA Letter dated
27 February 1963

Distribution:

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GENERAL SERVICES ADMINISTRATION



Region 3
Washington 25, D.C.

FEB 27 1963

IN REPLY REFER TO:

Mr. James A. Garrison
Director of Logistics
Central Intelligence Agency
Washington 25, D. C.

Dear Mr. Garrison:

Members of my staff have inspected the Central Intelligence Agency Headquarters Building and have been working with the Buildings Manager to correct the cleaning problems described in your letter of February 15, 1963.

Some of the security areas present cleaning problems because the cleaners have difficulty in gaining access to them. Supervisors have been instructed to note these areas and to work with the occupants to establish schedules whereby the required cleaning can be accomplished. In addition, supervisors have been instructed to give close attention to the cleaning personnel to see if they require additional training or follow up.

The inspection of restrooms indicated they were in good condition. Some soap dispensers were not working properly and action will be taken to correct this. Action will also be taken to service overflowing waste towel receptacles.

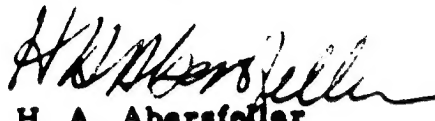
In order to improve the appearance of floors Mr. Dodd, the Buildings Manager, is initiating the use of commercially treated floor cloths. These cloths will be more efficient than the sweep mops presently in use. We are also examining the feasibility of letting a limited contract for floor waxing.

These arrangements should improve the condition of floors. However, there appeared to be an excessive amount of spillage in corridor areas adjacent to vending machines. This spillage creates an unsightly condition and imposes abnormal demands on the cleaning force.

100-3-1240

We are making a month by month evaluation of our cleaning expenditures so that as circumstances warrant we can take immediate steps to provide additional cleaning personnel.

Sincerely yours,


H. A. Abersfeller
Regional Administrator